

UNITED STATES GOVERNMENT

2-Way Memo

Subject: Request for VIP Visitor Parking and Candy-striped Badges for 4 August 1983

To : Chief, Hdqs Security Branch, PSD/OS
Chief Receptionist

STAT

INSTRUCTIONS

Use routing symbols whenever possible.

SENDER (Originator of message):

Use brief, informal language.

Conserve space.

Forward original and one copy.

RECEIVER (Reply to message):

Reply below the message, keep one copy, return one copy.

DATE OF MESSAGE	ROUTING SYMBOL
25 July 1983	
SIGNATURE OF ORIGINATOR	
TITLE OF ORIGINATOR	
O-D/ODP	

FOLD

MESSAGE

FOLD

STAT Ms. Marina Young, IDC, will be visiting [redacted] for a meeting on 4 August at 9:00 a.m. to approximately 10:00 a.m. in room 2D00 Headquarters. DD/ODP, [redacted]
Please direct Ms. Young to VIP visitor parking lot in front of the main entrance.

STAT A candy-striped type of badge will be needed. Call Patty or Jean on [redacted]
Thank you.

REPLY

Orig- D/HSB/PS/OS
1- C/Receptionist
1 -ODP Security/General
1 -ODP Liaison/Int'l Industry/IDC
1 -Jean (FYI)

DATE OF REPLY	ROUTING SYMBOL
SIGNATURE OF REPLIER	
TITLE OF REPLIER	

From :